## **Steps to Archive Email via VPN**

Connect to the VPN via the Cisco AnyConnect client using your Tusculum network account and password

O Cisco AnyConnect   207.191.186.2 × Please enter your username and password.	
Group: TUSC_RA_VPN ~	🕥 Cisco AnyConnect Secure Mobility Client — 🗆 🗙
Username: dburns	
Password: ********	Please enter your username and password.
	207.191.186.2 ✓ Connect
OK Cancel	
	<b>\$</b> 0

Once connected to the VPN this icon will show in the bottom right-hand corner of the screen:

**a** 

Open Outlook and click on File, Cleanup Tools, Archive



In this window select the option below for the entire mailbox

Archive	$\times$	
O Archive all folders according to their AutoArchive settings		
Archive this folder and all subfolders:		
✓ X dburns@tusculum.edu	^	
> 🗾 Inbox (4)		
📝 Drafts		
E Sent Items		
Deleted Items		
Calendar		
> 🔠 Contacts		
Journal		
Junk E-Mail		
Notes	×	
Archive items older than: Mon 1/6/2020		
I include items with "De net Auto Apphics" should		
Include items with "Do not AutoArchive" checked		
Archive file:		
H:\archive.pst Browse		
	_	
OK Cancel		

Also select the date that you want to archive from. Also select the filename and drive location where you want to save the archive file. The setting above will be archived to the H drive but it can also be saved to a local drive or any other drive.

Click OK and the archive will start immediately and should only take a few minutes to complete.

These are the exact same settings that can be used to archive when connected to the Tusculum network (except connecting to the VPN will not be needed).